



# Mechanical Permit Application

Permit will be issued when approved; Permit will then be mailed to you.

**Ray Cole, Mechanical Inspector**

Submit mechanical permit applications at Building Department counter at Township Hall

Call for inspections at (269) 409-6021 email at [raymondcole222@gmail.com](mailto:raymondcole222@gmail.com)

**Buchanan Township**

15235 N. Main St.

Buchanan, MI 49107

Tel: (269) 695-6442

Fax: (269) 695-7715

Permit Number: <i>(office use only)</i> : Permit is not valid without inspector signature:	Authority: P.A. 230 of 1972, as amended <b>Completion of app is mandatory to obtain permit</b> <b>Penalty: Permit cannot be issued</b>
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Please fill out all information completely:

Date of application : \_\_\_\_\_ Fee: \_\_\_\_\_

Property ID#: 11-06- \_\_\_\_\_ (office use only)

Work starting date : \_\_\_\_\_ Receipt #: \_\_\_\_\_

## I. JOB LOCATION

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Street address job location:	City/Village: N/A	Township of: Buchanan	County: Berrien

## II. HOMEOWNER / CONTRACTOR INFORMATION **PLEASE PROVIDE ALL INFORMATION REQUESTED INCLUDING PHONE #'S:**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	State License Number	Expiration Date
Mailing Address:		State Registration Number	Local Licensing Jurisdiction
City	State	Zip Code	Local License Number      Expiration Date
Telephone Number	Cell Phone Number	Fax #:	Federal Employer ID Number (or reason for exemption)
Email address:	Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)	

## III. WORK TO BE PERMITTED (check below and describe in writing):

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**WRITE DESCRIPTION OF WORK YOU ARE DOING:**

## IV. PLAN REVIEW REQUIRED

Plans must be submitted with an Application for Plan Examination and the appropriate deposit made before a permit can be issued, except as listed below: Plans are not required for the following:

- One and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required".  
What is the building size in Square feet? \_\_\_\_\_ What is the input rating of the heating system in this building? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's signature and seal.       PLANS NOT REQUIRED (check if true)

## V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of sections 23a are subjected to civil fines.

**Signature of mechanical Contractor or Homeowner:** (Homeowner signature indicates compliance with 'VI' below, "Homeowner Affidavit". Be sure you understand the affidavit you are signing).

X \_\_\_\_\_ Date \_\_\_\_\_

## VI. Homeowner Affidavit

I hereby certify the mechanical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the current Michigan Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**COMPLETE APPLICATION ON BACK SIDE**

## VII. Fee Clarifications

**Item #2, Residential Heating System:** this item is used for the installation of a heating system in a new residential structure. (Items #10; Gas Piping and #18; Duct, SHOULD NOT BE charged in a new structure). In replacement systems, all items should be itemized see fee clarifications.

**Item #4, Residential Boiler:** A residential boiler must be installed by a licensed boiler installer.

**Item #14 and #15, Tanks:** A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

**VII. Fee Clarifications (continued)**

When installing a **propane tank**, please include an application fee (1), tank above ground (14) or below ground (15); piping (17), and for number of openings (10) for one inspection. If the service does not pass inspection, additional inspection (34) fees will be billed.

When **replacing a furnace**, application fee (1), a gas / oil burning equipment (3) for each unit replaced will suffice for direct connection to existing pipe. If vent stack is replaced or gas pipe changed out, please add for those items. Furnaces connected to masonry chimneys as replacements may require chimney liner if not directly vented, and item (8) should be included in application. If unit does not pass inspection, additional inspection will be billed.

When installing an underground tank, the jurisdiction should receive notice with site plan, and additional yearly inspections should be done with an application fee (1) and safety inspection (33)

When installing a HUD mobile home in a park for gas service, application (1), pipe (17) and opening (10) inspections on openings installed by the contractor are required. If openings are installed by the manufacturer, these are not req'd inspections. All work shall be done by a licensed mechanical contractor. For site set HUD homes, propane tank set shall be treated as a separate permit if done by a different contractor.

Bathroom exhaust ventilation (13) shall be included as a part of a permit.

Air conditioning set on a manufactured home shall require application (1), and (11) residential AC. A separate electrical permit is also required for that.

**ITEM #17, MOBILE HOME SITE:**

When installing a site service in a park, the permit application must include the application fee, service, plus the number of park sites.

When installing a HUD mobile home in a park, a permit must include the application fee and a feeder. This shall be done by a licensed electrical contractor.

When installing a HUD mobile home or a pre-manufactured home on private property, a permit must include the application fee, service and feeder.

**VIII. FEE CHART**

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$50.00	1	\$50.00	18. Duct -minimum \$25.00	\$.10/ft		
2. Resident'l Heating System (see fee clarification front - includes duct & pipe)	50.00			19. Heat Pumps; Commercial (pipe not included)	\$20.00		
3. Gas/Oil Burning Equipment – see above New and / or Conversion Units	30.00			20. Air Handlers/Heat Wheels Under 10,000 CFM	20.00		
4. Residential Boiler (#4 fee clarification)	30.00			21. Air Handlers/Heat Wheels Over 10,000 CFM	60.00		
5. Water Heater	5.00			22. Commercial Hoods	15.00		
6. Flue Vent Damper	5.00			23. Heat Recovery Units	10.00		
7. Solid Fuel Equip. (includes chimney)	30.00			24. V.A.V. Boxes	10.00		
37. Gas burning fireplace	30.00			25. Unit Ventilators	10.00		
8. Chimney, Factory built – Installed separately	25.00			26. Unit Heaters (Terminal Units)	15.00		
9. Solar; set of 3 panels (includes piping)	20.00			27. Fire Suppression/Protection -minimum \$20.00	\$.75 / head		
10. Gas piping; each opening – New installation	5.00			28. Evaporator Coils	30.00		
11. Residential A/C	30.00			29. Refrigeration (Split system)	30.00		
12. Heat Pumps; Complete Residential	30.00			30. Chiller	30.00		
13. Bath & Kitchen exhaust	5.00			31. Cooling Towers	30.00		
14. TANKS – Above ground	20.00			32. Compressor	30.00		
38. Aboveground Connection	20.00			Inspections:			
15. TANKS – Underground	25.00			33. Special/Safety Inspection <small>Includes certification fee)</small>	50.00		
39. Underground connection	25.00			34. Additional Inspection	50.00		
16. Humidifiers	10.00			35. Final Inspection (charged only if there is more than one inspection)	50.00		
PIPING SYSTEMS – minimum \$25.00				36. Certification fee	20.00		
17. Piping	\$.05/ft.			41. Plan review: Fire suppression hourly	47.00		
40. Process piping	\$.05/ft.			<b>Total Fees:</b>			

Fees must include the \$50 non refundable application fee. Checks should be made out to "Township of Buchanan"

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed with Buchanan Township. All installations shall be in conformance with the 2009 Michigan Mechanical Code. **No work shall be concealed until it has been inspected.**

The name of the inspector and the telephone number will be provided on the permit form. **When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number.**

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, handicap or political beliefs.

**X. THIS PORTION FOR OFFICE USE ONLY VALIDATION AREA: Unless this permit is signed by the inspector it is not a valid permit.**

This application will be reviewed by the mechanical inspector. Upon approval, the Inspector will number and sign the application. A copy will be sent to you and serve as your permit.	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Mechanical Inspector</b></td> <td style="width: 40%;"><b>Date:</b></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	<b>Mechanical Inspector</b>	<b>Date:</b>		
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